

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Finance Department - Implementation of Web Portal for Human Resource mapping in Government offices to strengthen Human Resource Management – Orders – Issued.

FINANCE (HR.I-Plg& Policy) DEPARTMENT

G.O.MS.No. 31

Dated: 16-06-2025

ORDER:

In order to enhance the efficiency, transparency, and responsiveness of Human Resource (HR) functions across departments, the Government has developed a dedicated Web Portal aimed at digitising and streamlining HR related processes. The portal has been designed to address the following core objectives:

1. Objectives:

1. Better HR Management in terms of digital handling of leaves, increments, promotions, and transfers.
2. Clear organizational hierarchy by mapping reporting relationships.
3. Effective Grievance Redressal, allowing employees to register and track grievances digitally.
4. Enhanced Employee Welfare by capturing, monitoring, and evaluating welfare activities.

2. In the portal mentioned above, all the Spl CS/Prl Secy/Secretaries and Heads of Departments of all the departments are requested to map the staff in the establishments/units under their jurisdiction by clearly indicating the reporting structure in the department up to mandal level. This will ensure that employees can apply for and get their benefits seamlessly and on time including leaves etc.

3. Online Process

User has to login to the portal using the "**HR Mapping**" link available on the homepage at www.cfms.ap.gov.in or www.nidhi.apcfss.in with the help of credentials provided in Annexure-A (For Secretariat and HOD employees) and for all other employees credentials are provided in the portal with the link **Credentials**.

4. Secretariat Departments and HODs

- Shall create and maintain the organisational hierarchy within the portal for respective offices (Digital Organogram Preparation).
- HODs shall create the organogram for all the units under its control.
- Update e-Office IDs of all employees in their respective offices for accurate digital mapping.
- HoDs shall monitor the updation of e-office ids by respective unit offices in district and mandal offices.

5. District and Mandal level offices shall update e-Office IDs of all employees in the organogram created by HoDs, for accurate digital mapping.

6. User Manual

- i. User manual narrates the procedure for preparation of Digital Organogram and updation of e-Office IDs which is provided as Annexure-B of this order.
- ii. User manual is also provided in the portal under Help Menu or by pressing F1, one can launch user Manual.
- iii. YouTube Link for accessing the videos demonstrating the process flow is provided in the portal..

7. User Authentication details

- i. Annexure A has all the user authentication details of secretariat and HOD level employees and it is requested to update the password once the user logs in to the system.
- ii. The credentials for employees of District level, Division level, SubDivision level and Mandal level are provided in the home page of the portal with a hyperlink named as **Credentials**.

8. The entire process in all the organizational units, from Secretariat to Mandal offices, shall be completed by 23rd June 2025.

9. The Departments/Offices may contact Shri M. Thirumala Kumar (Mobile: 7702070001), for assistance, if required.

10. A copy of this order is available at <http://goir.ap.gov.in>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

PEEYUSH KUMAR
PRINCIPAL FINANCE SECRETARY

To:
All Secretariat Departments
All Heads of Departments
All District Collectors

Copy to:

The PS to Chief Secretary to Government
SF/SC (2865173)

//FORWADED::BY ORDER//

SECTION OFFICER

Annexure-A

AP Secretariat Employees

Si.No	Department Name	User Name	Password
1	Agriculture Marketing & Cooperation Secretariat	AGC01	agc01@123
2	Animal Husbandry, Dairy Development & Fisheries Secretariat	AHF01	ahf01@123
3	Backward Classes Welfare Secretariat	BCW01	bcw01@123
4	Environment, Forests, Science & Technology Secretariat	EFS01	efs01@123
5	Higher Education Secretariat	EHE01	ehe01@123
6	Energy & Infrastructure Secretariat	ENE01	ene01@123
7	Secondary Education Secretariat	ESE01	ese01@123
8	Economically Weaker Section Welfare Secretariat	EWS01	ews01@123
9	Consumer Affairs, Food and Civil Supplies Secretariat	FCS01	fcs01@123
10	Finance Secretariat	FIN01	fin01@123
11	General Administration Secretariat	GAD01	gad01@123
12	Village Secretariats/Ward Secretariats Secretariat	GWS01	gws01@123
13	Health Medical & Family Welfare Secretariat	HMF01	hmf01@123
14	Home Secretariat	HOM01	hom01@123
15	Housing Secretariat	HOU01	hou01@123
16	Water Resources Secretariat	ICD01	icd01@123
17	Infrastructure & Investment Secretariat	IID01	iid01@123
18	Industries & Commerce Secretariat	INC01	inc01@123
19	Information Technology Electronics & Communications Secretariat	ITC01	itc01@123
20	Labour, Factories, Boilers and Insurance Medical Services Department	LAE01	lae01@123
21	Law Secretariat	LAW01	law01@123
22	Legislature Secretariat	LEG01	leg01@123

23	Municipal Administration & Urban Development Secretariat	MAU01	mau01@123
24	Minorities Welfare Secretariat	MNW01	mnw01@123
25	Public Enterprises Secretariat	PBE01	pbe01@123
26	Planning Secretariat	PLG01	plg01@123
27	Panchayat Raj And Rural Development Secretariat	PRR01	prp01@123
28	Revenue Secretariat	REV01	rev01@123
29	Department Of Real Time Governance	RTG01	rtg01@123
30	Skill Development Entrepreneurship And Innovation Secretariat	SEI01	sei01@123
31	Social Welfare Secretariat	SOW01	sow01@123
32	Tribal Welfare Secretariat	TBW01	tbw01@123
33	Transport Roads And Buildings Secretariat	TRB01	trb01@123
34	Women Children Differently Abled And Senior Citizens Secretariat	WDC01	wdc01@123
35	Youth And Sports Secretariat	YTC01	ytic01@123

Employees of HOD

Si.No	Department Name	UserName	Password
1	Agriculture Department	AGC02	agc02@123
2	Horticulture Department	AGC03	agc03@123
3	Sericulture Department	AGC04	agc04@123
4	Marketing Department	AGC05	agc05@123
5	Registrar Of Co-Operative Societies	AGC06	agc06@123
6	Animal Husbandry Department	AHF02	ahf02@123
7	Fisheries Department	AHF03	ahf03@123
8	Backward Classes Welfare Department	BCW02	bcw02@123
9	Principal Chief Conservator Of Forests	EFS02	efs02@123
10	Collegiate Education	EHE03	ehe03@123
11	State Archives	EHE04	ehe04@123
12	Oriental Manuscripts	EHE06	ehe06@123
13	Directorate of Electrical Safety	ENE02	ene02@123
14	School Education Department	ESE02	ese02@123
15	Government Examinations Department	ESE03	ese03@123
16	Registrar Of Publications	ESE08	ese08@123
17	Adult Education	ESE09	ese09@123
18	Public Libraries	ESE10	ese10@123
19	Jawahar Bal Bhavan	ESE11	ese11@123
20	Government Textbook Press	ESE12	ese12@123
21	Intermediate Education Department	ESE14	ese14@123
22	Civil Supplies	FCS02	fcs02@123
23	Legal Metrology	FCS03	fcs03@123
24	Andhra Pradesh State Consumer Disputes Redressal Commission	FCS04	fcs04@123
25	Treasuries And Accounts Department	FIN02	fin02@123
26	State Audit Department	FIN03	fin03@123

27	Government Life Insurance	FIN04	fin04@123
28	Pay And Accounts Officer	FIN05	fin05@123
29	Works Accounts	FIN08	fin08@123

30	Andhra Pradesh State Directorate Of Revenue Intelligence	FIN09	fin09@123
31	Information and Public Relations	GAD02	gad02@123
32	Andhra Pradesh Public Service Commission	GAD03	gad03@123
33	Tribunal For Disciplinary Proceedings	GAD04	gad04@123
34	Anti-Corruption Bureau	GAD05	gad05@123
35	Protocol Directorate	GAD06	gad06@123
36	Governor & Governor Secretariat	GAD07	gad07@123
37	Lok-Ayukta&Upa Lok-Ayukta	GAD08	gad08@123
38	Vigilance & Enforcement Directorate General	GAD10	gad10@123
39	Andhra Pradesh Bhavan New Delhi	GAD11	gad11@123
40	Andhra Pradesh Vigilance Commission	GAD12	gad12@123
41	Andhra Pradesh State Administrative Tribunal	GAD17	gad17@123
42	Translations Directorate	GAD18	gad18@123
43	Andhra Pradesh Information Commission	GAD19	gad19@123
44	Special Enforcement Bureau	GAD20	gad20@123
45	Special Investigation Team (Sit)	GAD57	gad57@123
46	Directorate of Village Secretariats / Ward Secretariats	GWS02	gws02@123
47	Medical Education Department	HMF02	hmf02@123
48	Public Health And Family Welfare Department	HMF03	hmf03@123
49	Family Welfare Department	HMF04	hmf04@123
50	Institute Of Preventive Medicine	HMF05	hmf05@123
51	Ayurveda Yoga Unani Siddha & Homeopathy (Ayush) Department	HMF06	hmf06@123
52	Drugs Control Administration	HMF07	hmf07@123
53	Directorate of Secondary Health	HMF08	hmf08@123

54	Director General & Inspector General Of Police	HOM02	hom02@123
55	Prisons & Correctional Services	HOM03	hom03@123
56	Printing, Stationery & Stores Purchase	HOM04	hom04@123
57	Director General Of State Disaster Response And Fire Services	HOM05	hom05@123
58	Sainik Welfare Department	HOM06	hom06@123
59	Police Academy	HOM07	hom07@123
60	Intelligence Department	HOM09	hom09@123
61	Home Guards	HOM11	hom11@123
62	Special Protection Force	HOM12	hom12@123
63	Grey Hounds	HOM13	hom13@123
64	Organisation Of Counter Terrorist Operations (Octopus)	HOM15	hom15@123
65	Commissioner Of Police Visakhapatnam	HOM16	hom16@123
66	Commissioner Of Police Vijayawada	HOM17	hom17@123
67	Prosecutions Department	HOM18	hom18@123
68	Crime Investigation Department (Cid)	HOM19	hom19@123
69	Andhra Pradesh Special Police(Apsp)	HOM20	hom20@123
70	Elite Anti-Narcotics Group For Law Enforcement (EAGLE)	HOM21	hom21@123
71	Weaker Section Housing	HOU02	hou02@123
72	Command Area Development Authority	ICD02	icd02@123
73	Ground Water Department	ICD03	icd03@123
74	Water Resources (Administration)	ICD05	icd05@123
75	Major Irrigation Flood Control And Drainage	ICD06	icd06@123
76	Minor Irrigation Department	ICD08	icd08@123
77	N.T.R Telugu Ganga Project	ICD12	icd12@123
78	Central Design Organisation	ICD17	icd17@123
79	Inter State Water Resources	ICD18	icd18@123
80	Commissionerate Of Tenders	ICD19	icd19@123
81	Irrigation Projects Kadapa	ICD20	icd20@123

82	Hydrology Department	ICD21	icd21@123
83	Irrigation Projects North Coastal Districts	ICD25	icd25@123
84	Irrigation Projects Ongole	ICD26	icd26@123
85	Irrigation Projects Anantapur	ICD27	icd27@123
86	Polavaram Project	ICD28	icd28@123
87	Irrigation Projects Kurnool	ICD32	icd32@123
88	Resettlement And Rehabilitation Commissionerate	ICD33	icd33@123
89	Quality Control Wing For Andhra Region	ICD34	icd34@123
90	Godavari Delta System Dowlaiswaram	ICD43	icd43@123
91	Krishna Delta System Vijayawada	ICD44	icd44@123
92	State Ports Directorate	IID02	iid02@123
93	Industries Commerce And Export Promotion Department	INC02	inc02@123
94	Handlooms & Textiles Department	INC03	inc03@123
95	Mines And Geology Department	INC04	inc04@123
96	Sugar Cane Commissioner	INC05	inc05@123
97	Labour Department	LAE03	lae03@123
98	Factories Department	LAE05	lae05@123
99	Labour Court Guntur	LAE10	lae10@123
100	Labour Court-Cum-Industrial Tribunal Visakhapatnam	LAE11	lae11@123
101	Labour Court Anantapur	LAE12	lae12@123
102	Insurance Medical Services Department	LAE18	lae18@123
103	Boilers Department	LAE19	lae19@123
104	Registrar General Of High Court	LAW02	law02@123
105	Advocate General Of Andhra Pradesh	LAW04	law04@123
106	Andhra Pradesh State Legal Services Authority	LAW05	law05@123
107	Andhra Pradesh Judicial Academy	LAW06	law06@123
108	Judge Judicial Preview	LAW51	law51@123
109	Municipal Administration Department	MAU02	mau02@123

110	Town And Country Planning Department	MAU03	mau03@123
111	Public Health Engineering Department	MAU04	mau04@123
112	Minorities Commission	MNW02	mnw02@123
113	Minorities Welfare Department	MNW03	mnw03@123
114	Economics And Statistics Department	PLG02	plg02@123
115	Panchayat Raj Department	PRR02	pr02@123
116	Panchayat Raj Engineering Department	PRR03	pr03@123
117	State Election Commission	PRR04	pr04@123
118	Rural Development Department	PRR05	pr05@123
119	Rural Water Supply Department	PRR06	pr06@123
120	Andhra Pradesh Academy Of Rural Development (Apard)	PRR07	pr07@123
121	Land Administration Department	REV02	rev02@123
122	Commercial Taxes Department	REV03	rev03@123
123	Excise Department	REV04	rev04@123
124	Survey Settlement And Land Records Department	REV05	rev05@123
125	Endowments Department	REV07	rev07@123
126	Registration And Stamps Department	REV08	rev08@123
127	Relief And Disaster Management Commissionerate	REV10	rev10@123
128	Andhra Pradesh Value Added Tax Appellate Tribunal Visakhapatnam	REV11	rev11@123
129	National Cyclone Risk Mitigation Project (Ncrmp) Unit	REV68	rev68@123
130	Employment And Training Department	SEI02	sei02@123
131	Technical Education	SEI03	sei03@123
132	Social Welfare Department	SOW02	sow02@123
133	Tribal Welfare Department	TBW02	tbw02@123
134	Tribal Welfare Engineering Department	TBW03	tbw03@123
135	Administration State Roads & Road Safety Works (Rsw) Enc (R&B)	TRB02	trb02@123
136	Transport Department	TRB03	trb03@123

137	Public Transport Department	TRB14	trb14@123
138	Women Development & Child Welfare Department	WDC02	wdc02@123
139	Department For Welfare Of Differently Abled Transgender And Senior Citizens	WDC03	wdc03@123
140	Juvenile Welfare Department	WDC04	wdc04@123
141	Cultural Affairs Department	YTC02	ytic02@123
142	Tourism Department	YTC03	ytic03@123
143	Youth Services Department	YTC04	ytic04@123
144	National Cadet Corps (N.C.C) Department	YTC05	ytic05@123
145	Archaeology & Museums Department	YTC07	ytic07@123

Section Officer

Annexure B

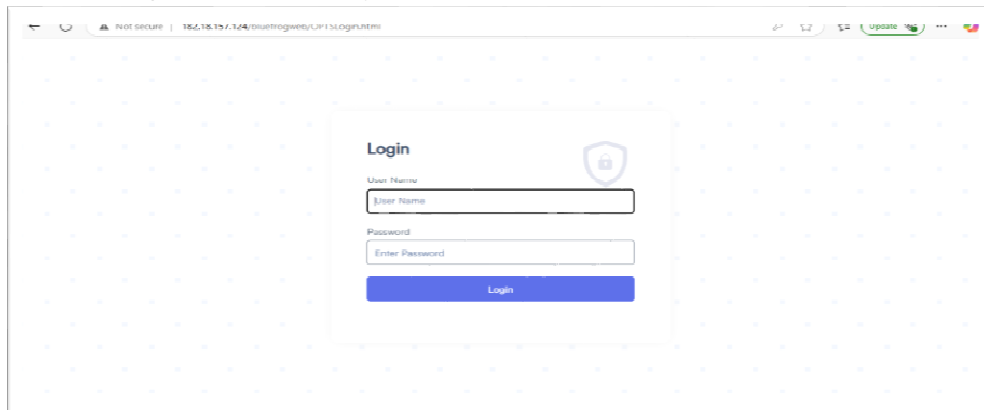
Comprehensive Human Resource Management System User Manual

1. Digital Organogram
2. eOffice ID Updation
3. Digital Organogram Abstract
4. eOffice ID Abstract

1. Login to the Application

To access the Organisation Performance Tracking System:

1. Open the application.
2. Enter your User ID and Password.
3. Click Login to enter the system.



2. .Digital Organogram

This module allows users to create and manage a digital hierarchy of the organization..

Steps to Use:

1. Select Department and Location Level

1. From the dropdowns, choose the appropriate department and level of location.

2. Add Head Post

1. Click on **Add Head Post** to insert the primary role at the top of the hierarchy.

3. Add Child Posts

1. Click on the **Root Node** (the head post just created).
2. Select **Add Child Post** to start building the organizational tree under the head post.
3. Continue adding child posts to build a complete organogram.
4. Once Complete Organogram Click on Completed Button.

The screenshot shows the 'Organization Performance Tracker' interface. The top navigation bar includes 'Digital Organogram', 'eOffice ID Updation', 'Digital Organogram Abstract', and 'eOffice ID Abstract'. The 'Agriculture Department' is selected in the 'Department' dropdown. The 'Location Level' dropdown is open, showing options: 'Select Location Level', 'State Level Head of Department(HOD) Office', 'State Level Single Unit Office', 'District Level', 'District Level Single Unit Office', 'Sub-Division Level Office/Sub-District level office', and 'Mandal Level Office'. A 'Completed' button is visible on the right.

The top screenshot shows the 'Post Details Form' with the 'Selected Post' dropdown set to 'State Level Single Unit Office'. The 'Post Name' dropdown is open, showing options: 'Accounts Officer', 'Additional Director of Agriculture', 'Administrative Officer', 'Agriculture Officer', 'Artist', and 'Assistant Accounts Officer'. The bottom screenshot shows the resulting organizational chart for the 'Agriculture Department' with the 'State Level Head of Department(HOD) Office' selected. The chart shows a hierarchy starting with the 'Additional Director of Agriculture' at the top, followed by 'Administrative Officer', 'Agriculture Officer', 'Accounts Officer', 'Assistant Accounts Officer', and 'Artist'.

2. E-Office ID Updation

This module is used to update employee e-Office IDs in the system.

Steps to Use:

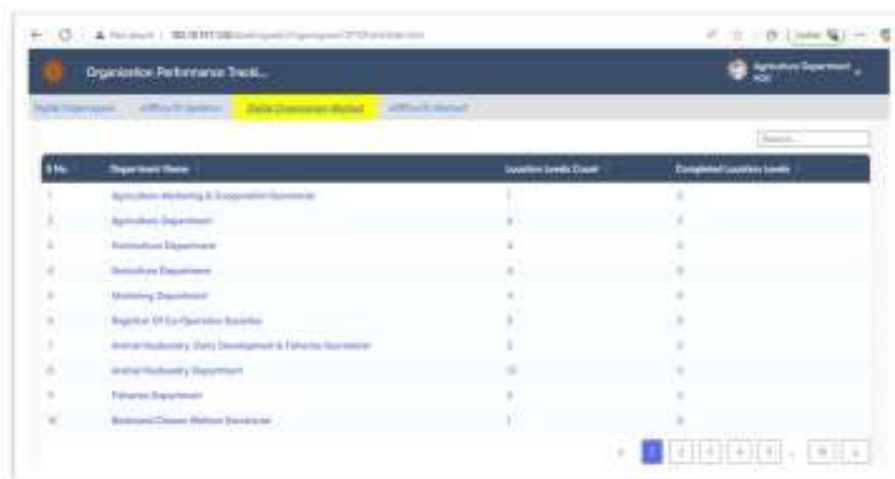
1. Navigate to the **eOffice ID Updation** module.
2. Search for the employee using department or other criteria.
3. Input or update the eOffice ID.
4. Save the changes.

3. Digital Organogram Abstract

This module provides a summarized view of the Digital Organogram structure.

Features:

1. Navigate to the **Digital Organogram Abstract** module.
2. View the organogram by department and location.
3. Download or print abstracts for reporting and review.



The screenshot shows a web application titled "Organogram Performance Tracking System". It has a navigation bar with tabs: "Digital Organogram", "eOffice ID Status", "State Organogram Status", and "eOffice ID Abstract". The "State Organogram Status" tab is selected. Below the navigation bar, there is a table with columns: "S.No", "Department Name", "Location (Level: Chair)", and "Completed/Location Level". The table lists 10 departments, each with a location level of 1 and a completed status of 0.

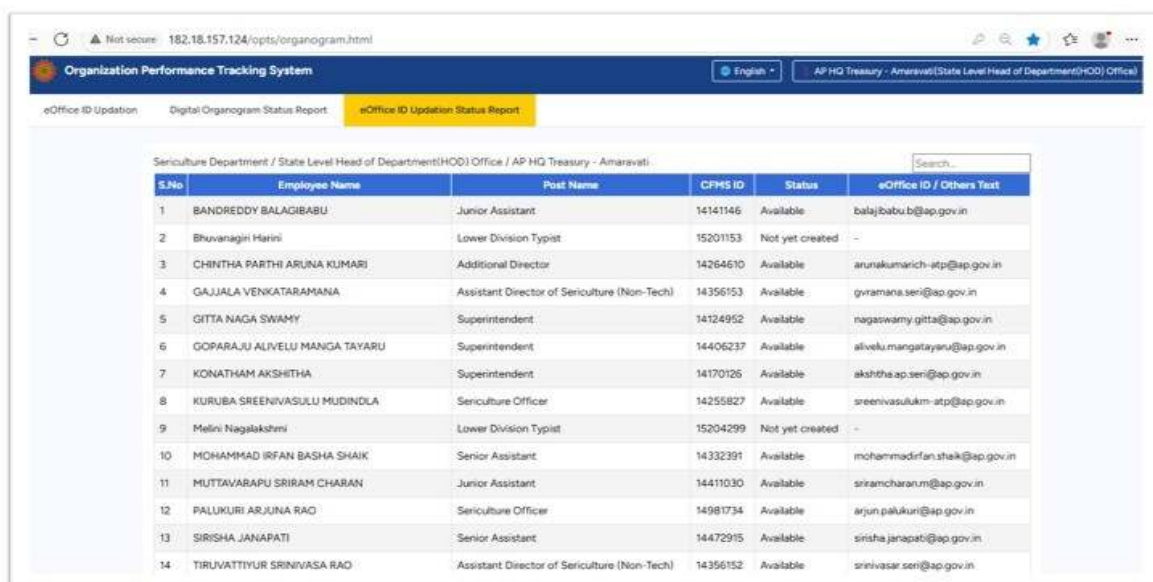
S.No	Department Name	Location (Level: Chair)	Completed/Location Level
1	Agriculture Marketing & Cooperation Department	1	0
2	Agriculture Department	1	0
3	Extensious Department	1	0
4	Sericulture Department	1	0
5	Marketing Department	1	0
6	Regulator (R) For Operation Services	1	0
7	Animal Husbandry, Dairy Development & Fisheries Department	1	0
8	Animal Husbandry Department	1	0
9	Finance Department	1	0
10	Extension/Chairman Welfare Department	1	0

4. eOffice ID Abstract

This module provides an overview of all **eOffice IDs** updated in the system.

Features:

1. Navigate to the **eOffice ID Abstract** module.
2. Generate abstracts of employee IDs.
3. Useful for audits and administrative reviews.



The screenshot shows a web application titled "Organization Performance Tracking System". It has a navigation bar with tabs: "eOffice ID Update", "Digital Organogram Status Report", and "eOffice ID Update Status Report". The "eOffice ID Update Status Report" tab is selected. Below the navigation bar, there is a table with columns: "S.No", "Employee Name", "Post Name", "CPMS ID", "Status", and "eOffice ID / Others Text". The table lists 14 employees, each with a status of "Available" or "Not yet created".

S.No	Employee Name	Post Name	CPMS ID	Status	eOffice ID / Others Text
1	BANDREDDY BALAGIBABU	Junior Assistant	14141146	Available	balajibabu.b@ap.gov.in
2	Bhuvanagiri Harini	Lower Division Typist	15201153	Not yet created	-
3	CHINTHA PARTHI ARUNA KUMARI	Additional Director	14264610	Available	arunakumarich-atp@ap.gov.in
4	GAJJALA VENKATARAMANA	Assistant Director of Sericulture (Non-Tech)	14356153	Available	gvramana.seri@ap.gov.in
5	GITTA NAGA SWAMY	Superintendent	14124952	Available	nagaowamy.gitta@ap.gov.in
6	GOPARAJU ALIVELU MANJA TAYARU	Superintendent	14406237	Available	alivelu.mangalayaru@ap.gov.in
7	KONATHAM AKSHITHA	Superintendent	14170126	Available	akshitha.ap.seri@ap.gov.in
8	KURUBA SREENIVASULU MUDINDLA	Sericulture Officer	14255827	Available	sreenivasulm-atp@ap.gov.in
9	Melini Nagalakshmi	Lower Division Typist	15204299	Not yet created	-
10	MOHAMMAD IRFAN BASHA SHAIK	Senior Assistant	14332391	Available	mohammadirfan.shaik@ap.gov.in
11	MUTTAVARAPU SRIRAM CHARAN	Junior Assistant	14411030	Available	sriramcharan.m@ap.gov.in
12	PALUKURI ARJUNA RAO	Sericulture Officer	14981734	Available	arjun.palukuri@ap.gov.in
13	SIRISHA JANAPATI	Senior Assistant	14472915	Available	sirisha.janapati@ap.gov.in
14	TIRUVATTIYUR SRINIVASA RAO	Assistant Director of Sericulture (Non-Tech)	14356152	Available	srinivasar.seri@ap.gov.in

Section Officer